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(U) IA Pre-Publication: Ticket Field Descriptions

(U) The following is a step-by-step guide through the IA PrePub ticket that includes graphics of the actual ticket, as well as field descriptions.



Approved for release by NSA on 02-03-2017, FOIA Case #83930 (litigation)

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**(U) Content and Requestor Information:**

Title of the item submitted*	<input type="text"/>
Attach File	<input type="file"/>
Requestor SID*	<input type="text"/>
Requestor Organization	<input type="text"/>
Requestor Phone #	<input type="text"/>
Alternate POC*	<input type="text"/>
Alternate POC Organization	<input type="text"/>
Alternate Phone #	<input type="text"/>
Requester Author Agreement to Review Name	<input type="text"/>
	<input checked="" type="radio"/> Approved <input type="radio"/> Disapproved <small>*Note: The Requester Author Agreement to Review Name field is for the Requester to indicate if they have reviewed the ticket and if they are willing to have it published.</small>

(U) The Title field is for the designated name of the item submitted.

(U) The Attach File field is where the content to be reviewed is uploaded to the ticket. This is also where digitally signed email

approvals or SPFs can be uploaded as well.

(U) The Requestor SID field is designated for the person who is requesting the PrePub review. This is the person with whom the IA PrePub team will consider to be the POC of the ticket. *Note: the Requestor and Manager cannot be the same person.

- o **(U)** The Requestor Organization field is for the Requestor's designator (e.g., P25 is the designator for Dedicated Support Communicators Office).
- o **(U)** The Requestor Phone field is for the Requestor's secure phone number.

(U) The Alternate POC field is required in case the IA PrePub team is not able to contact the Requestor or in the event that the Requestor will be out

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of the office during the review. The Alternate POC is designated to make decisions on behalf of the Requestor.

- (U) The Alternate POC Organization field is for the Alternate POC's designator (e.g., P25 is the designator for Dedicated Support Communicators Office).
- (U) The Alternate POC Phone field is for the Alternate POC's *secure* phone.

(U) The Requestor/Author Approval to Release Name field is needed in the event that a name will be disseminated in an open forum or to the general public. Approval must be given to allow the name to be made available. If no name will be disseminated, click N/A.

Date Required *	<input type="text"/>
Venue *	<input type="text"/>
Target Audience *	<input type="text"/>
Additional Details	<input type="text"/>

(U) The Date Required field is for the date in which the PrePub determination is requested. If the requested date is within 25 business days, justification to expedite is required. Mission-critical need must be explained in the provided box when the date is selected.

(U) The Venue field is for the location in which the content will be available. This can be a conference, website, meeting, etc.

(U) The Target Audience field is for the people who will have access to the information; e.g. government, industry, general public.

(U) The Additional Information field is for any further information about the request/content/etc. that you believe is important to the review.

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UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**(U) IA Pre-Publication: Ticket Field Descriptions****(U) Approvals required for every ticket**

CAO SID *	<input type="text" value="AET"/>	SD of CAO is not reviewing the information. But keep who your CAO Type 'No' CAO in your business area code or SDDN when Information Assurance Comments to get the list of IAD CAOS.
2nd Level CAO SID *	<input type="text" value="AET"/>	SD of 2nd Level CAO reviewers
Management/Program Management SID *	<input type="text" value="AET"/>	SD of Management/Program Manager ID Name who needs to approve content

(U) The CAO SID field is where the first Classification Advisory Officer (CAO) selected to review the content is listed.

(U) The 2nd Level CAO SID field is where the second CAO selected to review the content is listed. *Note: the CAO reviewers cannot be the same person.

(U) The Management/Program Management SID is for a person in the Requestor's chain of command who has the authority to determine if the content is appropriate for release to the Target Audience at the Venue.

(U) Other approvals required case-by-case

(U) *If any of the following applies to the submitted content, click 'yes'.

Does this content Require a TECHNICAL REVIEW? Yes No

Proprietary, Copyrighted, or Privacy-Act Privilege (PCP) Info? Yes No

Does the content being submitted contain any Proprietary, Copyrighted, or Privacy-Act Privilege information?

Is this submission subject to any Contractual Agreements? Yes No

Are graphics included? Yes No

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Does this content Require a TECHNICAL REVIEW?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Technical Reviewer SID	1234567890
Proprietary, Copyrighted, or Privacy Act Privilege (PCP) Info?	<input checked="" type="radio"/> To be determined by analysis involving the contracting information field <input type="radio"/> No
Is this submission subject to any Contractual Agreements?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contracting Officer SID	1234567890
Are graphics included?	<input checked="" type="radio"/> No
Graphics Approval?	1234567890

3. If the answer is 'Yes' to the question above, the Requestor must state who is authorized to review the content and attach applicable agreements to the ticket. If the answer is 'No', attach the document to the ticket.

(U) *Answering 'yes' to the fields in this section open up new field requirements.

(U) The Technical Reviewer SID is for a person who is authorized to review the content for technical accuracy.

(U) If 'yes' is selected for the Proprietary, Copyrighted, or Privacy-Act Privilege (PCP) Info field, IA PrePub will forward the content to

Office of the General Council (OGC) for review, unless the Requestor provides digitally signed approval from OGC, upon ticket submission. An approval email can be attached to the ticket, the same way CAO/Management approvals are attached.

(U) The Contracting Officer SID field is for a person from Business Affairs Office (BAO) who can review the content for concerns relating to the contractual agreement.

(U) The Graphics Approval text box is for the Requestor to state where the graphics came from as well as whether approval was obtained from IA Product Development.

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(U) Finalize and submit the ticket

Classification

Submit

Cancel

(U) The Classification field is for the overall classification of the ticket. The overall classification should be UNCLASSIFIED//FOR OFFICIAL USE ONLY, because of the names listed on the ticket.

(U) Click Submit when the ticket is completed and ready to go to IA Pre-Publication. Click cancel if you do not need to submit the ticket and return to the previous page.